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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 2 FEBRUARY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

1. Vehicle Armoring: Motor Pool armorers completed the

25X1

[redacted] an Oldsmobile Cutlass

and an Oldsmobile Delta 88. Both cars were inspected and
approved by the Office of Security and the cars were delivered to
25X1 [redacted] on 31 January 1983. [redacted]

2. Servicing of Vehicles: During the past week, Motor Pool
personnel serviced 35 vehicles; performed wrecker service on 16
POV's, 2 GSA vehicles, 11 Government vehicles; and washed 17 cars
25X1 and buses. [redacted]

3. Broyhill Building: During last month's power outage at
the Broyhill Building several electrical deficiencies were dis-
covered, namely: the first floor emergency lights did not work;
the lack of emergency lighting in the elevators did not allow
personnel to use the emergency telephone; and the fire alarms
could not be activated during the power failure. These defi-
ciencies will be corrected by the building management within the
25X1 next month. Melvin Harder, from GSA, will oversee the repairs. [redacted]

25X1 4. [redacted] Painting of all public areas has begun
25X1 throughout [redacted]

5. Elevator Replacement at CHB: Work began this past week
25X1 to replace the two existing elevators at [redacted]
25X1 [redacted]

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6. WANG Word Processors: Two WANG Word Processors were
25X1 installed [redacted]

7. Relocation of DCI/OEEO: Drawings have been completed for
25X1 the relocation of the Office of Equal Employment from the Head-
quarters Building [redacted]

8. ODP Renovations: The Data Base Control Center will re-
locate from Room 5D55 to Room GG2202 Headquarters Building.

25X1 Drawings for the renovations are complete. [redacted]

9. OF/CSAD Relocation: OF/CSAD will relocate [redacted] to
25X1 [redacted] Building. Drawings have been completed and delivered to [redacted]

25X1 the Property Manager of [redacted] Building for a bid of construction. [redacted] 25X1

10. Special Courier Run: At 6:00 a.m., 28 January 1983, two
Mail and Courier Branch staff couriers provided special courier
25X1 service from Headquarters [redacted] The
bulk volume of mail going on this run necessitated the use of a
station wagon for this assignment. The couriers returned at
25X1 8:00 p.m. [redacted]

11. Furniture Deliveries: Two weeks ago Building Services
Branch began handling all furniture deliveries, pick-ups, storage,
and receiving at all outlying buildings. This program is now in
full swing and working very well. Liaison with customers, prior
25X1 to delivery, has been quite effective in scheduling deliveries. [redacted]

12. Safe Inventory: An inventory of safes is being performed
by the Agency RMO's. A deadline of 15 February 1983 was set and
to date, nine of the forty-one RMO's have forwarded their in-
25X1 ventories. These will be input to the system as they are received. [redacted]

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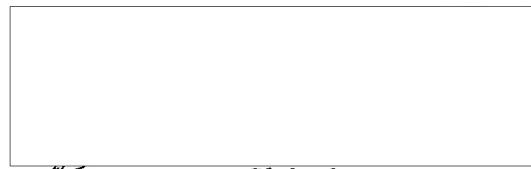
25X1

13. Carpet Installation: On 26 and 29 January 1983, 392 square yards of carpet was removed and new carpet installed in Supply Management Branch, Supply Division.

III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

25X1



[Signature] Chief
Logistics Services Division

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